

Session 12-05 a Regular Meeting of the Library Advisory Board was called to order on May 1, 2012 at 5:05 pm by Chair Eileen Faulkner at the Homer City Hall Cowles Council Chambers located at 491 E. Pioneer Avenue, Homer, Alaska.

PRESENT: BOARDMEMBERS FAULKNER, COGGER, SCHROEDER, GROESBECK,
AND FLETCHER

ABSENT: BOARDMEMBER GORDON(EXCUSED)

STAFF: LIBRARY DIRECTOR ANN DIXON
DEPUTY CITY CLERK RENEE KRAUSE

APPROVAL OF THE AGENDA

Chair Faulkner requested a motion to approve the agenda.

GROESBECK/FLETCHER – SO MOVED.

The agenda was approved by consensus of the Board.

PUBLIC COMMENTS REGARDING ITEMS ON THE AGENDA

There were no public comments.

RECONSIDERATION

There were no items for reconsideration.

APPROVAL OF THE MINUTES *(Minutes are approved during regular meetings only)*

A. Meeting Minutes for the Regular Meeting on April 3, 2012

Chair Faulkner requested a motion to approve the minutes.

FLETCHER/COGGER - MOVED TO APPROVE THE MINUTES AS PRESENTED.

There was no discussion.

The minutes were approved by consensus of the Board.

VISITORS

There were no visitors scheduled.

STAFF & COUNCIL/COMMITTEE REPORTS/ AND BOROUGH REPORTS

A. Friends Report

Ms. Cogger, as a visitor, provided a report on the last Friends meeting. She reported on the creation of the Facilities Committee. She confirmed that she will attend the next meeting.

B. Next Friends Meeting – May 9, 2012 at 6:00 P.M. Library Conference Room

There were no discussions.

C. Director's Report May and Monthly Statistics April 2012

Ms. Dixon summarized her staff report for the Board members. She noted that they were very busy during the month of April and that long time staff member Kathy George will be retiring after 22 years. A notice will be forthcoming regarding celebration of her retirement.

Ms. Dion elaborated on the change in checking out DVD's and the use of locking cases. This will cut down on duplicating the processing and checking out and in of DVD's.

There was a brief discussion on the process to change over the collection, and the size of the collection.

Ms. Dixon also discussed the e-rate the Library receives on internet connection on the telephone lines due to a filtering requirement by the Federal Government. She elaborated on the requirements using simple measures. This will offer a cost saving and faster speeds with the internet. The savings realized will be used to increase the bandwidth. There are no requirements to deal with copyright when using the e-rate. The Library has not had to ever deal with copyright issues.

Discussion ensued regarding contacting the City Manager on getting the owl computer completed; monies raised from the book sale; volunteer hours nearly doubled; hour the staffing has changed and the requirements.

Amy Gordon is being promoted will fill Kathy's spot; Holly Aderhold will be fulltime and (replacing Amy) Claudia will be moving to 28 hours.

There was no further discussion.

E. Landscape Committee Report – Monica Cogger/Tamara Fletcher

Ms. Fletcher provided a report on the war on weeds event; invasive weeds; some recommendations on handling the canary reed grass, adopt a garden is a program that is being developed, the next meeting has been moved up to May 17, 2012 at noon. She responded to questions regarding the People's Garden and what is being planted. She stated that the fruits and veggies being grown would be available to the public to harvest, care and maintenance would be provided by Megan Murphy and her neighbors.

There was no further discussion.

F. Facilities Committee Report – Ken Schroeder/Dave Groesbeck

Mr. Groesbeck reported that this month there is no report and they are doing some research and hope to have a report for the June meeting. There has been no official meeting of the committee. Mr. Schroeder stated that he has been working on a draft video conferencing policy and has spoken with Ms. Dixon on the content.

Chair Faulkner stressed keeping the Clerk's Office in the loop.

Discussion was briefly entertained on the information contained in the report provided by Mr. Smith and which items have been completed to the best of Chair Faulkner's knowledge. Chair Faulkner noted additional information on some aspects contained in the report that will not be completed. Ms. Dixon was concerned about a list of items in the report on pages 5 and 39.

G. Budget & Statistics Report – Phil Gordon

There was no report this month.

H. Children's Art/ Art Report – Eileen Faulkner

There was new art displayed in the children's room this month.

PUBLIC HEARING

There were no items for public hearing.

PENDING BUSINESS

A. Policies and Procedures – Updated & Revised Policies

Chair Faulkner brought the item to the floor for discussion and inquired if there were any updates from Ms. Dixon. Ms. Dixon reported that there were none at this time. She has had no time to look at any policies.

Chair Faulkner inquired about having the fines and fees policy updated and approved to match the approved fees. Ms. Dixon stated that changes were approved in the fines and fee schedules and she admitted that the video conferencing policy really needs to be done and maybe those two can be completed in the near future. She responded that the privacy and confidentiality policies are still with the City Attorney.

Discussion ensued on the status of the policies and submitting to City Council for approval and when the others are done they can submit them.

SCHROEDER/GROESBECK – MOVED TO SUBMIT THE FINES AND FEES POLICY TO CITY COUNCIL FOR APPROVAL.

Discussion was entertained on waiting for additional policies to be completed. Ms. Dixon stated that there will be times during the year such as now when she is working on a Rasmussen grant application and hiring new employees that she is too busy to work on policies. Ms. Cogger noted that school will be out in 21 days and the Library will be busier.

The motion was approved by consensus of the Board.

There was no further discussion.

B. New Ideas for the Board – Discussion and Recommendations for Board Action or Discussion

Chair Faulkner brought the item to the floor for discussion.

There was a brief discussion on adding anything new since they have all the committees now and if the board needed to add any more things to do. There was a brief discussion that they can build a list and when things get completed they can address new ideas. It was agreed to keep this item on the agenda for now.

There were no further comments.

NEW BUSINESS

A. Election of a Chair and Vice Chair

Chair Faulkner noted the instructions provided by the Clerk on how to proceed then asked for volunteers for Vice Chair. There were no volunteers.

Ken Schroeder nominated himself. Ms. Cogger seconded.

Chair Faulkner nominated Tamara Fletcher. Mr. Groesbeck seconded.

Chair asked by a show of hands votes for Boardmember Schroeder.

Mr. Schroeder was voted Vice Chair by majority of members present.

Mr. Schroeder opened the floor for nominations of Chair.

Ms. Fletcher nominated Ms. Faulkner as Chair. Mr. Schroeder asked for any additional nominations for chair, there were none. The nominations were closed.

Vice Chair Schroeder asked by a show of hands votes for Ms. Faulkner as chair. There were four votes in favor.

Chair Faulkner was congratulated on her landslide victory as Chair.

INFORMATIONAL MATERIALS

- A. Reappointment of Monica Cogger to the Library Advisory Board
- B. People's Garden Grant Program – Excerpt from the USDA Website
2011 People's Garden Grant Award Recipients – Alaska – Homer Soil & Water Conservation District
- C. HPL Analysis Methods to Reduce Energy Used for HVAC

There were brief comments on the reappointment of Ms. Cogger and the People's Garden Grant. Boardmembers discussed some of the energy issues with regards to heat retention and the windows. Chair Faulkner provided some advice to the Facilities Committee members regarding prioritizing. Ms. Dixon added another issue is the counter tops cracks and repair of those. It was noted that the person who made the counter tops has been in to repair these and they are re-cracking. There was additional discussion and comments on the counter tops.

There was no further discussion or comments.

COMMENTS OF THE AUDIENCE

There was no audience present.

COMMENTS OF THE CITY STAFF

Ms. Dixon commented on comments from Mr. Groesbeck. She really appreciated the work and dedication. She enjoyed a nice "reunion" with the students from Willow. She stated they were pretty impressed with the Homer Library.

COMMENTS OF THE COUNCILMEMBER *(If one is assigned)*

There was no councilmember present.

COMMENTS OF THE CHAIR

Chair Faulkner commented that Mr. Groesbeck had a very good idea on long range planning; but this is the first time in a while that they have had a full board. She believed that they could maybe address that when the Facilities Committee has progressed in some of their work before they can address anything as a board. They know what Ms. Dixon wants, what the Landscape Committee wants they will have to wait to have a true picture of what is require to rack and stack ideas. Chair requested the clerk put this on the agenda for September.

COMMENTS FROM THE BOARD

Mr. Groesbeck commented going back to new ideas and as he asks questions he has heard different priorities such as landscaping, collection development, and staffing; these are all important emerging priorities but the Board has not had a conversation on what they want to designate as priorities so they can give direction to staff so they have in essence an opportunity to move in a direction to meet the needs of the public, the Library, etc. He is concerned that Ms. Dixon has all these issues in the air and the Board requests information and Ms. Dixon has echoed that she does not have the time for that now; her excuses, while legitimate, he believes it would helpful to the staff and Board if they created, in terms of what they would like to see for the library over the next three –five years from now.

Mr. Schroeder and Ms. Cogger had no comments.

Ms. Fletcher congratulated Mr. Schroeder and Ms. Faulkner. She was glad to see the committees and that they have divided up the tasks between them. She commented that the inside needs to be priority over the outside. She will keep busy on the landscaping.

ADJOURNMENT

There being no further business to come before the Board Chair Faulkner adjourned the meeting at 6:15 p.m. The next Regular Meeting is scheduled for June 5, 2012 at 5:00 pm at City Hall Cowles Council Chambers 491 E. Pioneer Avenue, Homer, Alaska.

Renee Krause, CMC, Deputy City Clerk I

Approved:_____